

External Data Request (EDR) Guidance

This document has been created to guide the Mapping partners in the completion of external data requests through the Map Service Center, the Regional Management Centers and the FEMA Project Library.

The basic approach will be for the Mapping partners to obtain certain data directly from the Map Service Center using the SOMA listing provided by the RMC and other data from FEMA Project Library depending upon the type of study. For example, for:

Detail Study Flooding Sources: All available models, work maps and LOMR data used to produce the final Letter of Map Revision for segments of the identified flooding sources will be requested by the Mapping partners from the FEMA Project Library using the EDR Form which is attached. The FIS text, FIRM panels and recent LOMC data should be requested directly from the Map Service Center by the Mapping partners.

Approximate Study Flooding Sources: All available work maps and LOMR data used to produce the final Letter of Map Revision for segments of the identified flooding sources. Again, the FIS text, FIRM panels and recent LOMC data should be requested directly from the Map Service Center by the Mapping partners.

The FEMA project Library will scan all hard copy documents to include work maps and deliver on a DVD in PDF format. Existing electronic modeling will be delivered in its native format if available.

Map Service Center Data

(To be acquired and requested by the Mapping partners.)

1. Flood Insurance Study Text

Typically there is not an editable electronic copy of the FIS Reports available through the FEMA Project Library. Electronic *.PDF format copies of the FIS Reports are available online via the Map Service Center (MSC). All mapping partners will have access to this documentation at no cost and this information should be obtained directly from the MSC and not through the FEMA Project Library or the RMC. The Map Service Center website can be found at www.msc.fema.gov.

2. Flood Insurance Rate Map (FIRM) Panels

These maps can be obtained from the Map Service Center and they can be contacted by phone at (800) 358-9616 or through the web at www.msc.fema.gov. This data should not be requested through the FEMA Project Library.

3. Letter of Map Revisions

These documents can be obtained from the Map Service Center. They are scanned files, saved in "pdf" format. They normally include: the final letter of determination, an annotated map, profile, and the BFE letter. The Map Service Center should have all LOMC cases starting from 1997 and forward. These can be used for redelineation type studies and the modeling will be provided by the FEMA Project Library when available for all detailed studied flooding sources. The RMC office will provide SOMA reports from Baker's internal MIS database which will depict all available LOMC letters for each community for this purpose.

External Data Request (EDR) Form

(To be completed by the Mapping partners and sent to the RMC. The RMC will then send the EDR Form to the FEMA Project Library.)

Completing Section 1:

The FEMA Project Library will need a point of contact to clarify any questions for the request. In addition, this contact information will also be used for shipment of the data.

Completing Section 2:

It is important that the Mapping partners complete all of the fields on Section 2. This will expedite the request and reduce the time it can take to do the preliminary research for each flooding source. Following is a description of each of the fields needed for each flooding source:

Stream Name: The names of all the requested flooding sources affected by the study.

FIS Status: Has this stream been studied in detail or is it an approximate study? Obtain this information by looking thru the Flood Insurance Study (FIS) text.

Communities Affected: The names of all of the communities affected by the flooding source.

Type of Study: For this stream or stream segment is it for a Detailed, Approximate or Redelineation Study?

(Section 1 – Contact Information)

County/Parish:	<input type="text"/>
Community IDs:	<input type="text"/>
*Include all community CIDs affected by requested flooding sources.	
Date of Request:	<input type="text"/>
Mapping partners:	<input type="text"/>
Point of Contact:	<input type="text"/>
Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
E-mail:	<input type="text"/>

(Section 2 – Flooding Source Information)

Stream Name	FIS Status	Communities Affected	Type of Study

Comments:

If there are any questions, contact your Regional Management Center.